



**HEADQUARTERS**  
**SAN FRANCISCO BAY GROUP 2 - CIVIL AIR PATROL**  
United States Air Force Auxiliary  
POST OFFICE BOX 118 MOFFETT FEDERAL AIRFIELD  
MOFFETT FIELD, CALIFORNIA 94035-0118

**4 December 2005**

Subject: Policy Letter 05-2-002

## **Issuance of Aeronautical and Special Pilot Ratings**

This policy is a supplement to the CAWGM 11-1, Chapter 7 Aeronautical and Special Pilot Ratings. As we are all aware, CAP and USAF require written documentation of all aeronautical and special pilot ratings. This documentation includes an approved CAPF 2a or CAWGF 117 awarding the rating, and all of the documents supporting the awarding of that rating.

In the current revision of the CAWG11-1, procedures are only outlined for Tow Pilot, Instructor Pilot, Check Pilot, Mission Check Pilot, Asst Chief Check Pilot and Chief Check Pilot. They omitted the following ratings: CAP Pilot, CAP Senior Pilot, CAP Command Pilot, Cadet Orientation Pilot, AFROTC Orientation Pilot, Transport Mission Pilot, and Mission Pilot. To address this issue Group 2 is issuing the following policy letter. This is to insure that when our pilot records are inspected there are no deficiencies.

### **1. Awarding of Tow Pilot, Instructor Pilot, Check Pilot, Mission Check Pilot, Asst Chief Check Pilot and Chief Check Pilot ratings:**

Follow the basic procedure outlined in the CAWGM11-1. Ensure that all required information has been entered into MIMS and validated by the unit commander and designee. Then complete a CAWGF117 requesting the rating, and send a package containing the form and all relevant supporting documents to Group 2/DOV.

Group 2/DOV will review the package and verify all supporting documentation is complete and correct. Once this is done, the approved package will be forwarded to CAWG/DOV for final approval.

### **2. Awarding of CAP Pilot, Senior Pilot, Command Pilot, Cadet Orientation Pilot, AFROTC Pilot:**

Ensure that all required information has been entered into MIMS and validated by the unit commander and designee. Then complete a CAPF 2a requesting the rating, and send a package containing the form and all relevant supporting documents to Group 2/DOV. Detailed instructions on completing the form and required supporting documents are listed below.

Group 2/DOV will review the package and verify all supporting documentation is complete and correct. Once this is done, the approved package will be forwarded to CAWG/DOV for final approval.

All requests for the above listed aeronautical and special pilot ratings must be requested at the squadron level using a CAPF 2A, *Request for and Approval of Personnel Actions*. This form must be typed or computer generated. All applications require the completion of every item in Section I of the CAPF 2A. When completing section III of the CAPF 2A, check the box labeled "other", and specify the appropriate rating. In addition to the CAPF 2A, supporting documentation is required.

The CAP Pilot rating requires the following supporting documentation:

- Current FAA Medical Certificate
- Current FAA Pilot Certificate(s)
- Logbook page(s) containing the CFI biennial flight review endorsement

Logbook page(s) showing the number of pilot hours required for the requested rating  
CAWGF 118 Pilot Data Summary  
Signed Statement of Understanding  
Most recent aircraft questionnaires on each aircraft for the pilot has taken a CAPF 5 check ride,  
reviewed by the check pilot  
Current CAPF 5 written examination certificate  
Most current CAPF 5, *CAP Pilot Checkout*, establishing initial qualification

The CAP Senior Pilot rating requires the following supporting documentation:

Same documentation as required for CAP Pilot  
Copy of the CAPF 2A designating the pilot as a CAP Pilot

The CAP Command Pilot rating requires the following supporting documentation:

Same documentation as required for CAP Senior Pilot  
Copy of the CAPF 2A designating the pilot as a CAP Senior Pilot

Cadet Orientation Pilot

Same documentation as required for CAP Pilot  
Copy of the logbook page(s) showing the required PIC hours  
CAPF 5 showing the check pilots endorsement as an orientation pilot for each category of aircraft  
Indication on the CAPF 2A for which aircraft categories you are requesting

AFROTC Orientation Pilot

Same documentation as required for CAP Pilot  
Copy of logbook page(s) showing the required PIC hours  
CAPF 5 showing the check pilots endorsement as an orientation pilot for  
each category of aircraft  
Indication on the CAPF 2A for which aircraft categories you are requesting  
Copy of the AFROTC Online Orientation Pilot Exam

Transport Mission Pilot

Same documentation as required for CAP Pilot  
Copy of logbook page(s) showing required hours

Mission Pilot

Same documentation as required for CAP Pilot  
Copy of initial CAPF 91, *Mission Pilot Checkout*

Should you have any questions, please contact Capt Keith Stason for help or additional information.

//SIGNED//

MITCHELL I. RICHMAN, MAJ, CAP  
Commander, Group 2 CAWG

CC:

1 ea Squadron  
1 ea File